CONVENTION DISPLAY SERVICE
SINCE 1958
PO BOX 13387
JACKSON, MS 39236
PHONE (601) 948-4228
FAX (601) 948-3824

EXHIBITOR SERVICE MANUAL

2014 GALVANIZERS ASSOCIATION
106TH CONFERENCE AND EXPOSITION
JACKSON CONVENTION COMPLEX – JACKSON, MS
OCTOBER 6, 2014

SHOW SCHEDULE

EXHIBITOR MOVE IN:	**MONDAY**	**OCTOBER 6, 2014**	**9:30 AM – 4:30 PM**
SHOW OPENS:	**MONDAY**	**OCTOBER 6, 2014**	**6 PM**
SHOW CLOSES:	**MONDAY**	**OCTOBER 6, 2014**	**10 PM**
SHOW DISMANTLE:	**MONDAY**	**OCTOBER 6, 2014**	**10 PM**

The exhibit hall must be cleared Monday evening. Neither Convention Display Service, Inc., nor Galvanizers Association nor the Jackson Convention Complex will be responsible for materials left unattended.

SHOW SPECIFICATIONS:
BOOTH SIZE 10’ WIDE X 10’ DEEP
SHOW COLORS BLUE AND SILVER
EXHIBIT HALL IS A PERMANENTLY CARPETED BALLROOM

SHOW FURNISHINGS
THE FOLLOWING EQUIPMENT IS PROVIDED WITH THE RENTAL OF YOUR FURNISHED EXHIBIT SPACE:

8' HIGH BACK DRAPES AND 3' HIGH SIDE DIVIDERS
(Nothing may be pinned, taped or stapled to this fabric)
ONE 7" X 44" COMPANY NAME IDENTIFICATION SIGN
ONE 6' TABLE WITH WHITE TOP AND SKIRT
TWO CHAIRS
ONE WASTEBASKET

ELECTRICAL SERVICE IS AVAILABLE AT AN ADDITIONAL COST. ORDER FORM ATTACHED

PLEASE DIRECT THIS PACKET TO THE PERSON RESPONSIBLE FOR YOUR EXHIBIT

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2014 GALVANIZERS ASSN
106TH CONFERENCE & EXPO
JACKSON CONVENTION COMPLEX

CONVENTION DISPLAY SERVICE, INC. IS PLEASED TO BE THE TRADE SHOW DECORATOR / SERVICE CONTRACTOR FOR THIS EVENT. PLEASE CONTACT US AT 601-948-4228 IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH YOUR ORDER.

- ORDERS WITH PAYMENT IN FULL MUST BE RECEIVED BY **SEPTEMBER 29, 2014** TO TAKE ADVANTAGE OF THE DISCOUNTED ADVANCE ORDER RATE.
- ORDERS WITH PAYMENT MUST BE RECEIVED A MINIMUM OF 72 HOURS PRIOR TO EXHIBITOR MOVE IN TO AVOID PROCESSING DELAYS
- ORDERS FOR ADDITIONAL EQUIPMENT AND SERVICES MUST BE SUBMITTED WITH PAYMENT TO:

  CONVENTION DISPLAY SERVICE, INC.
  P O BOX 13387
  JACKSON, MS 39236-3387
  or to street address: 908 LARSON ST., JACKSON, MS 39202

  24 HOUR FAX SERVICE FOR CREDIT CARD ORDERS: 601-948-3824

- PHONE ORDERS ARE NOT ACCEPTED
- ORDERS RECEIVED WITHOUT PAYMENT OR PURCHASE ORDER WILL NOT BE PROCESSED

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

CONVENTION DISPLAY SERVICE SINCE 1958
PO BOX 13387
JACKSON, MS 39236
PHONE (601) 948-4228
FAX (601) 948-3824

CREDIT CARD BILLING AUTHORIZATION & PAYMENT POLICY

THIS FORM MUST ACCOMPANY ALL ORDERS

PAYMENT POLICY: **CDS requires payment in full, including applicable tax, when orders are submitted.** . **You may choose to pay by credit card or check, however, CDS requires that a credit card authorization be placed on file with your order**. ***YOUR SHOWSITE REPRESENTATIVE MUST BE MADE AWARE OF THIS POLICY AND HAVE A MEANS OF PAYMENT UNLESS THERE IS A CREDIT CARD ON FILE. OTHERWISE SERVICES WILL BE DENIED***

ORDERS RECEIVED WITH PAYMENT BY STATED DUE DATE QUALIFY FOR THE DISCOUNTED ADVANCE ORDER RATE. CDS will not be responsible for missed deadlines or processing delays resulting from payments mailed separately from order forms.

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

- **CHECKS** - Must be payable to CONVENTION DISPLAY SERVICE & drawn on US funds account
- **PURCHASE ORDERS** – NOT CONSIDERED PAYMENT
- PHONE ORDERS NOT ACCEPTED

ORDER RECAP **Total from each page**

Standard Furnishings	
Electrical Service	
Cleaning	
Labor	
Material Handling	
Deluxe Booth Signs	
For Mailed Receipt Add	**$ 2.00**
Grand Total	$_____

Convention Display Service, Inc. Federal ID #64-0656926
CDS is exempt from backup withholding tax

Check here if you want a receipt faxed ☐ e-mailed ☐

For a mailed receipt, please remit a $2.00 handling charge

CREDIT CARD AUTHORIZATION – complete all information ☐American Express ☐Mastercard ☐Visa

THIS FORM IS FOR USE BY CONVENTION DISPLAY SERVICE ONLY. ALL INFORMATION IS KEPT CONFIDENTIAL

Account # ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Verification Code ____ ____ ____ ___

_____ EXP. DATE _____

PRINT CARDHOLDER NAME

_____ BILLING ZIP CODE _____

CARDHOLDER SIGNATURE

FOR YOUR CONVENIENCE, **CDS WILL USE THIS AUTHORIZATION TO CHARGE YOUR ACCOUNT FOR SERVICES, INCLUDING LABOR, FREIGHT, OR OTHER MISCELLANEOUS SERVICES NOT COVERED BY YOUR INITIAL PAYMENT.**

I agree in placing this order that I have accepted CDS' terms and conditions

Exhibiting Firm Name_____

Address_____

City_____State_____Zip_____

Authorized Contact_____Title_____

Phone (_____)_____Fax (_____)_____

x Authorized Signature_____E-Mail:_____

Convention or Trade Show: **2014 GALVANIZERS 106TH CONFERENCE & EXPOSITION**

RETURN TO: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR 908 LARSON STREET, JACKSON, MS 39202 / FAX : 601-948-3824 (**CREDIT CARD ORDERS ONLY**)

CONVENTION DISPLAY SERVICE
SINCE 1958

PO BOX 13387
JACKSON, MS 39236
PHONE (601) 948-4228
FAX (601) 948-3824

FURNITURE & ACCESSORIES

Show: 2014 GALVANIZERS ASSN
Discount Deadline: SEPTEMBER 29, 2014
Phone Orders Not Accepted

Qty	Description	Advance Price	Floor Price

Skirted Tables 24" wide x 30" high
Includes white vinyl top & pleated skirt on 3 sides

___Skirted 4' table*	$ 50.00	$ 65.00___
___Skirted 6' table	$ 70.00	$ 88.00___
___Skirted 8' table	$ 90.00	$110.00___
___4th Side Skirting, Optional	$ 18.00	___

*Note *4' comes skirted on 4 sides*

Skirted Tables 24 "wide x 42" high (counter height)
Includes white vinyl top & pleated skirt on 3 sides

___Skirted 4' table *	$ 75.00	$100.00___
___Skirted 6' table	$ 90.00	$120.00___
___Skirted 8' table	$105.00	$140.00___
___4th Side Skirting, Optional	$ 30.00	___

*Note *4' comes skirted on 4 sides*

Un-Skirted Tables 24" wide x 30" high

___4' table	$ 26.00	$ 31.00___
___6' table	$ 31.00	$ 39.00___
___8' table	$ 36.00	$ 46.00___

Un-Skirted Tables 24" wide x 42" high

___4' table	$ 31.00	$ 41.00___
___6' table	$ 39.00	$ 49.00___
___8' table	$ 46.00	$ 57.00___

Seating

___Black Folding Chair	$ 15.00	$ 20.00___
___Arm Chair	$ 50.00	$ 65.00___
___High Stool	$ 55.00	$ 70.00___

Arm chairs & high stools are covered in gray fabric with lightly padded back and seat

Qty	Description	Advance Price	Floor Price

Single Tier Risers 12" wide x 12" high

___6' covered - white	$ 39.00	$ 51.00___
___8' covered - white	$ 46.00	$ 61.00___
___6' without cover	$ 21.00	$ 29.00___
___8' without cover	$ 26.00	$ 35.00___

Accessories

___ Aluminum Floor Easel	$ 25.00	$ 35.00___
___Wastebasket	$ 12.00	$ 16.00___
___8' Post & Base Unit		$ 10.00___
___Extender Rod		$ 5.00___
___8' h drapes per lin ft	$ 5.00'	$ 6.00'___
___3' h drapes per lin ft	$ 3.00'	$ 4.00'___
___30" Polysateen per lin ft	$ 4.00'	$ 5.00'___
___42" Polysateen per lin ft	$ 6.00'	$ 8.00'___

Note: show colors prevail

The following are available by advance order only

___Pegboard Vertical Mount	$ 85.00___	
___Pegboard Horizontal Mount	$ 85.00___	

*Note: 4 x 8' sheets with ¼" holes– **hooks not provided***

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

Total all items ordered on this sheet _____

Add 8% tax _____

Payment Enclosed _____

Prices include delivery, installation, rental & removal
All orders are governed by the CDS payment policy as stated in the exhibitor kit

Return to CDS at P. O. Box 13387
Jackson, MS 39236-3387
0r 908 Larson Street
Jackson, MS 39202

Exhibiting Firm Name_____

Print Contact Name _____Title_____

Mailing Address: _____City _____State _____Zip_____

Phone (_____) _____ Fax (_____) _____

X Authorized Signature_____ E-mail:_____

CONVENTION DISPLAY SERVICE
SINCE 1958

PO BOX 13387
JACKSON, MS 39236
PHONE (601) 948-4228
FAX (601) 948-3824

ELECTRICAL SERVICE

Show: 2014 GALVANIZERS ASSN
Discount Deadline: SEPTEMBER 29, 2014
Phone Orders Not Accepted

Current Available: **110-208 Volt A. C. Single Phase, 60 cycle**
208 Volt A. C. Three Phase, 60 Cycle

Connectors have one plug. Exhibitors should provide their own extension cords and/or power strips.

All electrical connections must be made by the contractor to conform with the electrical code. Wall outlets, post or floor outlets are not a part of booth space. All booths are individually checked during show to determine actual users of power. Exhibitors found using power where no outlets have been ordered prior to show are subject to 1 ½ times normal rate for outlets used.

Qty	Description	Advance Price	Floor Price
	120 Volt Service		
___	500 Watts (5 Amps)	$ 86.00	$104.00___
___	1000 Watts (10 Amps)	$ 96.00	$116.00___
___	1500 Watts (15 Amps)	$106.00	$128.00___
___	2000 Watts (20 Amps)	$116.00	$140.00___
	208 Volt – Single Phase Service		
___	20 Amps	$146.00	$175.00___
___	30 Amps	$166.00	$200.00___
___	40 Amps	$186.00	$223.00___
___	50 Amps	$206.00	$248.00___
	208 Volt – Three Phase Service		
___	20 Amps	$211.00	$253.00___
___	30 Amps	$241.00	$289.00___
___	40 Amps	$271.00	$325.00___
___	50 Amps	$301.00	$361.00___

For 60 Amp 208 service call for availability and price

Exhibitors ordering 208V connections must notify the CDS Service Desk when the equipment is set and ready for hookup.

Prices include delivery, installation, rental & removal. All orders are governed by the CDS payment policy as stated in the exhibitor kit

Total all items ordered on this sheet _____

Add 8% tax _____

Payment Enclosed _____

NO REFUNDS WILL BE GIVEN FOR SERVICES NOT USED OR CANCELLED AFTER INSTALLATION.

Questions, problems or discrepancies must be reported during exhibitor set up. No credits or adjustments will be considered after the show closes.

Return orders to CDS at
P. O. Box 13387
Jackson, MS 39236-3387

Street Address 908 Larson Street
Jackson, MS 39208

by e-mail to orders @cds1958.com
by fax to 601-948-3824

Exhibiting Firm Name_____

Print Contact Name _____Title_____

Mailing Address_____City_____State_____Zip_____

Phone (_____) _____ Fax (_____) _____

X Authorized Signature_____ E-Mail:_____

JACKSON CONVENTION COMPLEX
WHERE MISSISSIPPI MEETS THE WORLD

ELECTRICAL SERVICE
Important Rules, Regulations & Terms

Rules & Regulations for Electrical Service:

- All materials and equipment furnished or used by the *****service provider for electrical distribution shall remain the property of the service provider and can only be installed or removed by the service provider.
- Obstructions blocking utility floor boxes are subject to relocation as necessary.
- Service provider is authorized to cut floor coverings to permit installation and maintenance of service as necessary.
- Wall outlets, post or floor outlets are not a part of booth space.
- Customer is responsible for any lost or damaged equipment.
- All electrical connections must be made by the service provider to conform with the electrical code.
- Surge protectors are recommended for computers and other sensitive equipment. Customer must provide own surge protector.
- The building and service provider will not be responsible for voltage fluctuations or power failure.
- Electrical distribution will be brought to the booth in the most convenient manner and will usually be located at the back of the booth.
- Electrical distribution may not be shared with other exhibitors.
- All booths are individually checked during show to determine actual users of power. Exhibitors using power where no power was ordered, are subject to 1 ½ times floor order rate for outlets used.
- Service provider reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe.

Terms:

- Payment in full, in U.S. Funds, including applicable taxes must accompany service order form.
- No service will be installed until full payment is received.
- **To receive advance order rates, orders and full payment** must be received ten working days prior to exhibitor move in.
- **Phone orders NOT accepted.**
- No refund will be given for services not used or cancelled after installation.
- Any questions, problems or discrepancy **must** be reported at least two hours prior to show close. **No credits or adjustments will be considered after the show closes.**
- *****Convention Display Service is the official electrical service provider. If you have any questions or need additional information, contact CDS at (601)948-4228 or orders@cds1958.com.

CONVENTION DISPLAY SERVICE
SINCE 1958

PO BOX 13387
JACKSON, MS 39236
PHONE (601) 948-4228
FAX (601) 948-3824

LABOR

ORDER DUE BY SEPTEMBER 29, 2014
PHONE ORDERS NOT ACCEPTED

LABOR RATES: $36.00 per hour per man - straight time
$54.00 per hour per man - overtime

One hour minimum per man. Rates quoted are based on prevailing wage scales and subject to change upon notice. All labor before 8:00 AM, after 4:30 PM weekdays, at any time on Saturday, Sunday and Holidays is considered overtime.

WE WILL REQUIRE LABOR ACCORDING TO THIS SCHEDULE:

	NO. OF MEN	DATE	TIME	APPRX. HRS	AMOUNT DUE
INSTALL ☐ST ☐OT					
DISMANTLE ☐ST ☐OT					

☐ **CDS SUPERVISION**	☐ **EXHIBITOR SUPERVISION**
PROCEED WITH INSTALLATION at the earliest time. Exhibit will be installed on straight time whenever possible. ☐ Set up instructions enclosed with order ☐ Set up instructions with exhibit To insure an efficient and proper installation, set up instructions must be provided	**DO NOT PROCEED**. Exhibitor's representative will call at Service Desk for labor at _____ ☐AM ☐PM No labor will be dispatched directly to the booth. Exhibitors must come to the service desk to sign out required number of men and return to the service desk upon completion of work to release labor. Starting time other than 8 AM cannot be guaranteed.

Please indicate the service desired. If procedure is not indicated, labor will not be assigned until exhibitor reports to the service desk. A one hour minimum per man will be charged if exhibitor does not pick up labor as specified.

CREDIT CARD ___MASTERCARD ___VISA ___AMERICAN EXPRESS

ACCT NUMBER __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

EXP___/____

VERIFICATION CODE ____ ____ ____ ____

PRINT CARD HOLDER NAME

_____

CARD HOLDER

SIGNATURE_____

A CREDIT CARD MUST BE ON FILE IF LABOR IS ORDERED. Will be used only if there is an unpaid balance for labor services at conclusion of show.

Please type or print

Exhibiting Firm Name:_____

Address: _____

City: _____State_____Zip_____

Phone: (_____) _____ Fax: (_____) _____

E-mail_____

Convention or Show: **2014 GALVANIZERS 106TH CONFERENCE & EXPOSITION**

Signature_____

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR 908 LARSON STREET, JACKSON, MS 39202 / FAX : 601-948-3824 (**CREDIT CARD ORDERS ONLY**)

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2014 GALVANIZERS ASSOCIATION
106TH CONFERENCE AND EXPOSITION
JACKSON CONVENTION COMPLEX – JACKSON, MS
OCTOBER 6, 2014

SHIPPING AND MATERIAL HANDLING TIPS

Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Convention Display Service, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.

WEIGHT AND PIECE COUNT

MATERIAL HANDLING CHARGES ARE CALCULATED BY TOTAL WEIGHT OF EACH DELIVERY MADE TO RECEIVING DOCK VIA LTL CARRIERS. SHIP ITEMS TOGETHER WHEN POSSIBLE.

SHIPMENTS RECEIVED WITHOUT INDIVIDUAL CARRIER RECEIPTS (UPS, FEDEX & OTHER SMALL PACKAGE OR SPECIALIZED CARRIERS) WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. NO LIABILITY WILL BE ASSUMED BY CDS FOR SUCH SHIPMENTS.

UNCRATED OR LOOSE MATERIALS AND LOCAL DELIVERIES WILL BE ACCEPTED AT THE SHOW SITE ONLY.

- A Credit Card Must Be On File If Material Handling Services Are Required.
- ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
- CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES

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MATERIAL HANDLING RATE SCHEDULE

STRAIGHT TIME: **MONDAY - FRIDAY**
8 AM - 4:00 PM

OVERTIME: **BEFORE 8 AM OR AFTER**
4:00 PM - WEEKDAYS
SAT., SUN., HOLIDAYS

RATES APPLY TO EACH 100 LBS OR FRACTION THEREOF. EACH DELIVERY IS CONSIDERED SEPARATELY. NO CUMULATIVE WEIGHTS WILL BE ALLOWED ON MINIMUMS, SPLIT SHIPMENTS, ETC.

- ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
- RATES DO NOT INCLUDE PAYMENT OF CARRIER CHARGES

CHARGES INCLUDE THE FOLLOWING SERVICES

* 1. Receive & store **crated, boxed or skidded shipments** (30 days free storage prior to exhibitor move-in)
* 2. Handling to Exhibit Hall
* 3. Charges from dock to exhibitor's space, empty crate removal and return, and loading out on carrier are all included in rate
* Uncrated or loose materials and local deliveries will be accepted at the show site only.

RATES

- **$40.00 CWT Straight Time (single shipment over 200 lbs)**
- **$60.00 CWT Overtime (single shipment over 200 lbs)**
- ♦ ***$80.00 MINIMUM CHARGE (single shipments 50lbs to 200 lbs)***

CWT = per hundred weight
(Example: 300 lbs = 3 CWT)

* * * * * * * * * * * * *

SMALL PACKAGE: Maximum weight per shipment, per delivery is 50 lbs
Cartons, envelopes, or other containers received without documentation via specialized carriers (UPS, FedEx, etc.) will be delivered without guarantee of piece count or condition.

Shipments received via specialized carriers not falling into the small package category will be subject to CWT rates.

First carton per delivery @$25.00
Each add'l carton in delivery @$10.00

It is understood that your calculations are an estimate and invoicing will be done from the actual weight / piece count. Adjustments will be made accordingly

LBS PER CWT X $$$ per CWT = Material Handling Charge = $_____
Minimum Charge (single shipment of 50 lbs to 200 lbs) @$80.00 each = $_____
Small Package 1st container $25.00 _____Add'l containers @ $10.00 each ____ Total = $_____

FORKLIFT SERVICE NOT AVAILABLE AT THIS FACILITY

CREDIT CARD ___MASTERCARD ___VISA ___AMERICAN EXPRESS

ACCT NUMBER _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

EXP___/_____

V-CODE _ _ _ _

PRINT CARD HOLDER NAME

_____

CARD HOLDER

SIGNATURE_____

A CREDIT CARD IS REQUIRED IF MATERIAL HANDLING SERVICES ARE REQUIRED

Please print or type

Exhibiting Firm Name:_____

Print Contact Name:_____

Mailing Address:_____City_____State_____ Zip_____

Phone (___)_____ Fax:_____ E-Mail_____

Convention or Show **2014 GALVANIZERS 106TH CONFERENCE AND EXPOSITION**

Signature_____

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR 908 LARSON STREET, JACKSON, MS 39202 / FAX : 601-948-3824 (**CREDIT CARD ORDERS ONLY**)

CONVENTION DISPLAY SERVICE
SINCE 1958
PO BOX 13387
JACKSON, MS 39236
PHONE (601) 948-4228
FAX (601) 948-3824

SHIPPING & MATERIAL HANDLING INFORMATION 2014 GALVANIZERS CONFERENCE & EXPO

Convention Display Service, Inc. is the official drayage/material handling contractor for this event. Please read all information contained in this section carefully so that there will be no last minute confusion regarding your shipment.

SHIPPING ADDRESSES

CDS will receive containerized, non-hazardous, non-perishable materials at the following address 30 days prior to show. Non-containerized shipments, loose materials and local deliveries will be accepted at the show site only. **There is a charge for this service.**

ADVANCE RECEIVING

Exhibiting Firm Name
Galvanizers
% CDS
908 Larson Street
Jackson, MS 39202

SHIPMENTS MUST ARRIVE AT THE ADVANCE RECEIVING ADDRESS ON OR BEFORE WEDNESDAY, OCTOBER 1, 2014 TO INSURE PROPER HANDLING. IF YOU CANNOT MEET THIS DEADLINE PLEASE CONTACT CDS FOR INSTRUCTIONS. *Shipments will be accepted at the advance receiving address no earlier than thirty days prior to show set up. Receiving hours are 8 AM to 4 PM, Monday – Friday. Closed on Saturday and Sunday*

****

DIRECT TO SITE

Exhibiting Firm Name
Galvanizers
% Jackson Convention Complex
117 E. Pascagoula Street
Jackson, MS 39201

SHIPMENTS WILL NOT BE ACCEPTED ON-SITE UNTIL MONDAY, OCTOBER 6, 2014. CDS will not be responsible for refused or delayed shipments resulting from attempted deliveries to show site prior to this date. Shipments signed for by facility personnel may be turned over to CDS distribution. Exhibitors will be charged accordingly.

ALL SHIPMENTS MUST ARRIVE FREIGHT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
CDS MATERIAL HANDLING CHARGES DO NOT INCLUDE PREPAID CARRIER CHARGES

- **Shipments received without individual carrier receipts or bills of lading (UPS, FedEx, Airborne, Etc) will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed by CDS for such shipments.**
- **Exhibitors Should Make Certain That All Material Is Properly Insured Against Fire, Theft, Damage And All Hazards While In Transit, To And From Your Booth, And For The Duration Of The Show. While It Is Understood That Convention Display Service, Inc. Will Use Its Best Efforts To Protect The Exhibitor's Property, It Is Not Responsible For Loss, Theft Or Damage.**

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RETURN SHIPPING FROM 2014 GALVANIZER CONF & EXPO

THIS FORM IS FOR VERIFICATION PURPOSES ONLY AND DOES NOT CONSTITUTE ANY RESPONSIBILITY ON THE PART OF CDS PERSONNEL FOR THE COMPLETION OF YOUR SHIPPING DOCUMENTS.

FAILURE TO CONFIRM FINANCIAL ARRANGEMENTS FOR CDS MATERIAL HANDLING SERVICES IN ADVANCE MAY RESULT IN SHIPPING DELAYS

SHIP TO: _____

_____

CITY_____

STATE_____ZIP_____

SHIPMENT MUST ARRIVE AT THE ABOVE ADDRESS NO LATER THAN _____
Please allow for adequate shipping time when selecting carrier. CDS will expedite shipments to the best of our ability, however CDS is not responsible for delay of rush shipments.

PLEASE INDICATE OUTBOUND SERVICE PROVIDER

Exhibiting Firms Are Responsible For Making Sure That Shipments Are Re-Packed, Labeled And That Properly Executed Shipping Documents Are Tendered To Convention Display Service Before Departing The Show Floor. Bills of lading, air bills and labels are available at the CDS service desk.

☐ **ABF FREIGHT SYSTEM** **ABF Account #**_____

☐ **FEDEX AIR** **FedEx Acct. #**_____

☐ **OTHER (please name)**_____
EXHIBITING FIRMS NOT USING ABF FREIGHT SYSTEM OR FEDEX AIR ARE RESPONSIBLE FOR ARRANGING CARRIER PICK UP

CONVENTION DISPLAY SERVICE, INC. WILL NOT RELEASE SHIPMENTS TO ANY CARRIER UNLESS PROPERLY EXECUTED SHIPPING DOCUMENTS HAVE BEEN PRESENTED TO THE CONVENTION DISPLAY SERVICE FREIGHT DESK.

- PLEASE CONTACT CONVENTION DISPLAY SERVICE, INC. REGARDING OUTBOUND SHIPPING DETAILS
- **CONVENTION DISPLAY SERVICE, INC. DOES NOT PREPAY OUTBOUND CARRIER CHARGES**
- **Exhibiting Firms Using Specialized Carriers Must Provide Shipping Documents And Declaration Of Contents As Required By Carrier to Convention Display Service.**

CONVENTION DISPLAY SERVICE, INC. RESERVES THE RIGHT TO RE-ROUTE ANY SHIPMENT IF A DESIGNATED CARRIER FAILS TO CHECK IN WITH THE FREIGHT DESK BY THE STATED CHECK IN TIME. Convention Display Service, Inc. assumes no liability as a result of such re-routing or handling. The exhibiting firm will be charged accordingly. Convention Display Service, Inc. is not responsible for shipments left in booth by exhibitor. CDS will count & ship pieces as found when loading out from exhibit hall.

Return To: CONVENTION DISPLAY SERVICE, INC., P. O. BOX 13387, JACKSON, MS 39236-3387 OR
908 LARSON STREET, JACKSON, MS 39202 / FAX: 601-948-3824 (**CREDIT CARD ORDERS ONLY**)

Exhibiting Firm Name_____

Contact Name_____ Phone ( ) _____

Fax ( ) _____ E-mail:_____

Authorized Signature_____

2014 GALVANIZERS 106TH CONFERENCE & EXPO
JACKSON CONVENTION COMPLEX – JACKSON, MS
OCTOBER 6, 2014

Additional Vendor Services

ARRANGEMENTS FOR THE FOLLOWING SERVICES MUST BE MADE DIRECTLY BETWEEN THE EXHIBITING FIRM AND THE SUPPLIER

Installation & termination of services must coincide with exhibitor move in and move out times.

INTERNET

FREE UNSECURED WI-FI SERVICE AVAILABLE
NON-PASSWORD ACCESS - "JCC PUBLIC WIFI"

If you have questions or additional needs contact:
EVENT SERVICES
JACKSON CONVENTION COMPLEX
601-960-2321

AUDIO VISUAL SERVICES

IMPACT AVL
601-918-2424
darrell@impactavl.com

BOWIE AV
601-957-6566
sales@bowieav.com